



**GUIDELINES FOR THE
EMERGENCY MEDICAL
SERVICES TRAINING
FUNDS IN VIRGINIA
FISCAL YEAR 2009**

Introduction and Overview

The Virginia Office of EMS Emergency Medical Services Training Funds are designed to provide financial assistance for Virginia Certified EMS providers and Virginia Office of EMS (OEMS) approved Emergency Medical Services courses. These funds shall supplement local support for Emergency Medical Services Courses.

The Emergency Medical Services Training Funds are monies available for student expenses related to attending EMS Certification programs, tuition reimbursement, auxiliary programs and continuing education programs whose lessons are based upon or resemble the learning objectives in the United States Department of Transportation's Intermediate-99 and Paramedic curricula and the Enhanced curricula as defined in 12VAC5-31.

These funds are designed for non-profit entities and individuals participating in Virginia's EMS System.

The Emergency Medical Services Training Funds (ALSTF) monies are categorized as Accreditation, Tuition Reimbursement, Course, Auxiliary Programs and Continuing Education programs.

Emergency Medical Services Training Funds contracts and applications can be downloaded from the Office of Emergency Medical Services web site at:

http://www.vdh.virginia.gov/OEMS/Files_page/files.asp

Click on the bookmark labeled "EMS Training Fund Forms and Contracts".

Individual Tuition Reimbursement – TPAM Policy T-305

- A. The tuition reimbursement program is designed to provide financial assistance in the form of partial tuition reimbursement for Virginia EMS providers who attend EMS certification programs. Tuition reimbursement is awarded only for tuition expenses incurred by the applicant for which no other source of financial assistance is received. The applicant must request tuition reimbursement using forms designed by and submitted to the Virginia Office of EMS.
- B. Reimbursement will be awarded based upon tuition expenses incurred by the student up to the maximum amount defined in EMSTF program.
- C. Individual Tuition Reimbursement from an EMSTF supported program.
 - a. The applicant must be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. The applicant must determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 - c. The applicant must submit a completed Emergency Medical Services Training Fund Individual Tuition Reimbursement Application.
 - i. Incomplete applications will be returned.
 - ii. Applicants must supply documentation verifying that there were tuition expenses incurred on their part. Acceptable forms of documentation may include:
 - (a) An invoice/bill from the college, training institution or instructor, or
 - (b) Copies of any cancelled checks paid to the college, training institution or instructor, or
 - (c) Credit card receipt of funds paid to the college, training institution or instructor.
 - d. The applicant must be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a letter

confirming agency affiliation on agency letterhead signed by the agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.

- e. The application must be mailed to the Virginia Office of EMS and postmarked within 180 days of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.
 - f. The funding level for tuition reimbursement for programs that also received EMSTF dollars is determined by OEMS based upon the EMSTF tuition award formula for course sponsored programs.
 - g. All awards are subject to funding availability and are evaluated in the order received.
- D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years OEMS has the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

Organizational Tuition Reimbursement – TPAM Policy T-310

- A. The tuition reimbursement program is designed to provide financial assistance in the form of partial tuition reimbursement for Virginia EMS providers who attend EMS certification programs that have not received funding from the Emergency Medical Services Training Fund (EMSTF) program. Tuition reimbursement is awarded only for tuition expenses incurred by the applicant or their agent for which no other source of financial assistance is received. The applicant must request tuition reimbursement using forms designed by and submitted to the Virginia Office of EMS.
- B. Reimbursement will be awarded based upon tuition expenses up to the maximum amount defined in EMSTF program.
- C. Organizational request for tuition reimbursement for EMSTF supported programs
 - a. The EMS Agency must have provided financial support for a Virginia Certified EMS provider to attend the training program for which tuition is requested.
 - i. Applicants must supply documentation verifying that there were expenses incurred on their part. Acceptable forms of documentation may include:
 - (a) An invoice/bill from the college, training institution or instructor, or
 - (b) Copies of any cancelled checks paid to the college, training institution or instructor, or
 - (c) Interdepartmental/organization transfer documentation
 - b. The applicant must determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
 - c. The EMS Agency can only submit for providers who are actively involved with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the EMS Agency is seeking tuition reimbursement.

- d. The EMS agency must submit a completed Emergency Medical Services Training Fund Organizational Tuition Reimbursement Application. Incomplete applications will be returned.
 - e. The application must be received by the Virginia Office of EMS within 180 days of the provider(s) receiving Virginia Certification at the level for which the tuition reimbursement is sought. Applications not received within six-months will be returned and the request for reimbursement will be denied. Documents must be postmarked before the deadline in order to be accepted.
 - f. A separate application is required for each type of program tuition that is being requested. For example, do not group Paramedic and Intermediate students together on one application.
 - g. The funding level for tuition reimbursement for programs that also received EMSTF dollars is determined by OEMS based upon the EMSTF tuition award formula for course sponsored programs.
 - h. All awards are subject to funding availability and are evaluated in the order received.
- D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition re-imbursement is awarded will require return of any awards and the possibility of appropriate legal action.

Basic Course Funding (initial programs) – TPAM Policy T-320

- A. Funding is made available for any not-for-profit organizations. Non-profit organizations include but are not limited to:
 - 1. Community Colleges
 - 2. 501 (c) (3) organizations
 - 3. Governmental Organizations
 - 4. Individuals who are not considered for profit entities.
- B. Initial Certification Course Funding requirements include:
 - 1. The program must satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.
 - 2. The Contractor must:
 - a. Submit a completed Virginia Office of Emergency Medical Services Training Fund (EMSTF) Course Funding Contract for the appropriate type of course with the “Course Approval Request Form”.
 - b. Submit appropriately, enrollment forms as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - c. Electronically submit the web based “Course Student Disposition Report” to the Office of EMS within 10 days after the Course End Date but not before the program is completed.
 - d. Assure students marked as passed on the “Course Student Disposition Report” have completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:

1. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the EMSTF course funding formula.
2. Second half funding is based upon the number of students marked as “pass” or “incomplete” on the “Course Student Disposition Report” at the completion of the course and who certify through the OEMS.
 - a. In order to receive second half payment for students they must:
 - i. be Virginia certified, and
 - ii. actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification.
 - b. Second half funding is determined by OEMS based upon the EMSTF course funding formula.

D. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

Standard Category 1 Continuing Education – TPAM Policy T-330

- A. Both BLS and ALS continuing education (CE) courses are eligible for this funding.
- B. This funding is to support Category 1 CE conducted in each Planning District.
 - 1. Funding shall be allocated by Planning District based upon the EMSTF program formula.
 - 2. Funding can only be used in the Planning District for which it is awarded.
 - a. Funding is on a first come, first served basis
 - b. Payments for completed Category 1 CE courses will be made until the allocated funds in each Planning District are exhausted.
 - c. Invoices which are not paid due to insufficient funds in a Planning District will be held until the June 1 of the fiscal year. If, as of this date, there are unspent monies remaining in any one or more the 22 Planning Districts, these funds will be pooled together and outstanding invoices for Category 1 CE will be paid as funds are available.
- C. Funding is made available to any not for profit organization. Non profit organizations include but are not limited to:
 - 1. Community Colleges
 - 2. 501 (c) (3) organizations
 - 3. Governmental Organizations
 - 4. Individuals who are not considered for profit entities.
- D. Standard CE (CAT 1) Funding is for programs that:
 - 1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.

- b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Program Administration Manual and the criteria specified for the course of instruction.
2. The Contractor must:
- a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Standard CE Funding Contract with the “Course Approval Request Form”.
 - b. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
 - c. Submit an invoice that includes the course number, a signed course roster (original signatures are required), and CE cards (in the same order as the roster), tri-folded for payment.
3. This funding program is to support Category 1 CE but does not include auxiliary programs or CE obtained by attending a “basic” course. Examples of programs for which CE funds should not be used are:
- a. ACLS;
 - b. ITLS;
 - c. PHTLS;
 - d. PALS;
 - e. ITLS – Pediatric;
 - f. PEPP;
 - g. PPC;
 - h. ATLS;
 - i. NALS; and
 - j. APLS
- E. Payment is processed upon:
- 1. Receipt of an invoice, CE scancards, and a course roster as stated above in Section C, subsection 2.
 - 2. In order to receive payment for CE courses, students must:
 - a. be Virginia certified, and

- b. actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification.
 - 3. Funding is determined by OEMS based upon the EMSTF CE course funding formula.
- F. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

Auxiliary Programs – TPAM Policy T-340

A. This funding is to support Auxiliary Programs conducted in the Commonwealth.

Please see T-010 for a list of approved programs and whether the program is eligible for funding through the EMSTF.

1. Funding will be initiated upon completion and submission of a course roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.
2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
 - a. ACLS
 - b. ITLS
 - c. PHTLS
 - d. PALS
 - e. ITLS – Pediatric
 - f. PEPP
 - g. PPC
 - h. ATLS
 - i. NALS
 - j. APLS

B. Auxiliary program funding is for programs where:

1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
 - b. The contracted course is conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Emergency Medical Services Training Fund Auxiliary Program Funding Contract with the "Course Approval Request Form".
2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual and the EMSTF Administrative Manual.
4. Submit an invoice that includes the course number, a signed course roster (original signatures are required), and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:

1. The number of Virginia Certified providers completing the program as evidenced by the submission of a "Virginia Office of EMS Course Roster";
 - a. In order to receive payment, students must:
 1. be Virginia certified, and
 2. actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification.
 - b. CE cards must be submitted with the roster. **Note:** Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive ALS Training Funds by submitting their name on the "Virginia Office of EMS Course Roster"; and
2. Payment is processed upon receipt of an invoice, CE scancards and the course roster for each completed program.
3. Any course fee shall be reduced by the amount in which the course is being funded by the Office as demonstrated forming the funding contract.

- E. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a

period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.

Program Site Accreditation – TPAM Policy T-350

- A. The funding is restricted to initial accreditation of training sites at the EMT-Intermediate and EMT-Basic levels.
- B. Request for Accreditation funding will be administered based upon a contract between the training site candidate and the Office of EMS.
- C. Funding through this program is to support programs working toward state accreditation at the EMT-Intermediate and EMT-Basic levels.
- D. Candidate sites for accreditation will be funded as follows:
 - 1. There will be no more than one funded program supported at the same time per Planning District in the state.
 - 2. Multiple programs requesting funding at the same time will be resolved by the USPS postmark date or tracking number date on the contract envelope.
 - 3. Funds will be provided as defined by the EMSTF worksheet for accreditation. Each payment will be made upon receipt of the documentation detailed in the contract which demonstrates that that aspect of the Self Study has been completed.
 - 4. Programs trying to establish accreditation shall be considered active for a period of five (5) years. During such time no other funding for the Planning District for a different site through the EMSTF will be permitted unless the original site completes the accreditation process and is awarded state accreditation.
 - 5. These are seed monies only and are not intended for ongoing program support.
 - 6. Funding will be initiated upon receipt from the candidate site to the Office of EMS the Application for Accreditation and the Accredited Training Site funding contract.
 - 7. All awards are subject to funding availability and are evaluated in the order received.

E. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.